

**FINANCE COMMITTEE POLICY**  
**Fauquier County, Virginia**

Policy Title:  
Grant Application & Acceptance

Section No.  
3

Effective Date  
November 20, 2000

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**I. Purpose**

The purpose of this policy is to outline the necessary procedures required to apply for grants on behalf of Fauquier County and the formal acceptance thereof.

**II. Scope**

This policy applies to all General County Government Departments and Agencies.

**III. Procedure(s)**

- A. Grants to be approved, whenever possible, through the formal budget process. All requests for application and acceptance of grants should be made through the normal budget process, time permitting. Requesting Departments or Agencies shall provide information relating to the purpose of the grant, the number of Fauquier residents that will be served and in what manner, the local match requirements, including any associated local costs not specifically part of the grant for each year of the grant period and including any requirements that the locality continue funding the program or activity after the grant period expires.

If the grant is incorporated into the Adopted Fauquier County Budget and appropriated, i.e. the revenue and expenditures, including local match, then no additional approval is required for the application and acceptance of the grant.

- B. Application for grants outside the budget process. This policy recognizes that certain grant opportunities do not coincide with the formal budget adoption process. In these cases, the requesting agency shall provide information relating to the purpose of the grant, the number of Fauquier residents that will be served and in what manner, the local match requirements, including any associated local costs not specifically part of the grant for each year of the grant period and including any requirements that the locality continue funding the program or activity after the grant period expires. In addition, the Department or Agency must identify where it recommends the local match come from, for example the Department's operating budget, the Non-Dedicated Contingency Reserve or the General Fund Balance.

1. In cases where no local match is required and there is no continuing commitment of the local government to fund the program beyond the grant period, the County Administrator may authorize the grant application.

2. In cases where a local match is required and the Department has identified funds within their approved budget to provide the local match for the entire grant period (may require a base reallocation in several fiscal years) and there is no local government commitment to fund the program beyond the grant period, the County Administrator may authorize the grant application.
  3. In cases where a local match is required and the Department has identified funds within their approved budget to provide the local match for the entire grant period (may require a base reallocation in several fiscal years) and there is a local commitment to fund the program beyond the grant period that can be satisfied through the permanent reallocation of the Department's current and future budgets, the County Administrator may authorize the grant application.
  4. In cases where a local match is required and the Department cannot identify funds within their approved budget that can offset 100% of the local match and does not require a funding commitment beyond the current fiscal year, the grant application may be approved consistent with the Board of Supervisors adopted Transfer Policy.
  5. In cases where a local match is required and the Department cannot identify funds within their approved budget that can offset 100% of the required local match and requires a funding commitment beyond the current fiscal year, the grant application must be approved by the Board of Supervisors upon recommendation of the Finance Committee.
- C. Grant Acceptance: All grant awards involving federal, state or private funds must be formally approved by the Board of Supervisors as a supplemental appropriation upon the recommendation of the Finance Committee unless already approved by the Board of Supervisors as part of the Adopted Budget process.